



Australian  
Institute of  
Architects

# EmAGN

## Architectural Practice Examination Briefing



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EmAGN WA

# Architectural Practice Examination (APE)

## Preparation Studying & Support Exams

### Preparation

- Be mentally and physically prepared.
- Notify your employer of your intention to sit for the APE
- Talk to architects, past candidates
- Get access to reading materials, PALS, ACUMEN.

### Studying and support

Know the Units of Competency and Framework!

- Design, Documentation, Project Delivery, Practice Management
- Understand the APE processes and what is required.
- Allow adequate time to study each day
- Study groups / graduate programs
- Face-to-face tutorials

### Exams

Part 2:

- Try 'sitting' a mock exam
- Take your time to read and understand the scenarios and questions

Part 3:

- Remain calm and composed before and during the interview



## Useful Resources

### **PALS (Practice of Architecture Learning Series)**

[pals.architecture.com.au](http://pals.architecture.com.au)

### **Acumen Practice Notes**

[acumen.architecture.com.au](http://acumen.architecture.com.au)

# Practice of Architecture Learning Series

PALS



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# PRACTICE OF ARCHITECTURE LEARNING SERIES



## ABOUT THE PRESENTER

## WENDY POULTON

RISK MANAGER, *informed*  
BY PLANNED COVER

Wendy has been a Risk Manager since 2006, providing plain English advice on consultancy agreements, training consultants in risk management, and creating guidance materials on emerging challenges in the construction industry. She has lectured on insurance and risk management at RMIT and the University of Melbourne. Previously, Wendy was a solicitor in the Commercial and Insurance Litigation section of Hunt and Hunt. She was admitted as a solicitor in 1997, and completed a Masters in Construction Law in 2011.



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# Practice of Architecture Learning Series

## PALS

### PALS Includes:

PALS is comprised of 15 online modules integrated with face to face tutorials facilitated by practicing architects and local experts and held in the local state and territory offices. The emphasis is on adult learning principles so you study the online modules in your own time and attend sessions that give you an opportunity to gain expert advice, share knowledge amongst your peers and get in touch with a broad range of Institute events.

The objectives of the PALS program are:

- To consolidate knowledge and skills in architectural practice as a sound foundation for successful completion of the Architectural Practice Examination,
- To improve capabilities more broadly in day-to-day practice within the profession
- To act as a refresher course for those coming back to the profession or moving here from another country

### Contact Details:

For further information please visit the website

[pals.architecture.com.au](https://pals.architecture.com.au)

Or contact the WA Coordinator

[wa@architecture.com.au](mailto:wa@architecture.com.au)



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# ACUMEN

## ACUMEN PRACTICE NOTES

The screenshot displays the Acumen Practice Notes website interface. At the top, there is a dark navigation bar with the Acumen logo and the text "ACUMEN PRACTICE NOTES". To the right of the logo are five menu items: "PRACTICE", "PROJECT", "RESOURCES", "NOTEPACKS", and "SUBSCRIBE", each with a downward-pointing chevron. A search icon is located in the top right corner. Below the navigation bar is a large banner area with four main categories: "PRACTICE" (203 NOTES), "PROJECT" (302 NOTES), "RESOURCES" (76 NOTES), and "ENVIRONMENT" (203 NOTES). Each category has a corresponding icon. Below the banner is a grid of ten article cards, each featuring a background image, a category label, a title, and a date. The cards are arranged in two rows of five.

Category	Title	Date
Project	2019 Client Architect Agreement (CAA2019)	15 APRIL 2019
Project	ABIC contracts	20 AUGUST 2018
Practice	Risk management and insurances	2 MARCH 2017
Practice	Legislation	9 APRIL 2009
Practice	Business structure and planning	5 NOVEMBER 2015
Resources	Junior ambulant toilets	7 JANUARY 2020
Project	Novation	13 DECEMBER 2019
Project	Consult Australia Contract	10 DECEMBER 2019
Project	Electronic communications	28 NOVEMBER 2019
Practice	Mental health in the profession	20 NOVEMBER 2019



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[acumen.architecture.com.au](http://acumen.architecture.com.au)

## USEFUL WEB RESOURCES

**Architects Accreditation Council of Australia (AACA)**

**Architects Board of Western Australia (ABWA)**

**Architects Act (2004)**

**Australian Institute of Architects**



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### Who are they?

- AACA is the national voice for architect registration boards around Australia.
- AACA owns the National Standard of Competency for Architects. The National Standard underpins all assessment processes including the accreditation of architecture programs leading to registration as an architect in Australia.

### What do they do?

Locally (within Australia)

- consult with key organisations to develop, maintain and promote the National Standard of Competency for Architects
- develop and provide competency-based assessment programs to determine eligibility for registration as an architect in Australia
- administer the Architecture Accreditation Procedure in Australia and New Zealand on behalf of the architect registration boards.

Internationally:

- Facilitate international mutual recognition agreements in regard to architectural education and registration as an architect in Australia
- Assess overseas qualifications for architects seeking to register as an architect in Australia
- Provide accurate data on the profession of architecture in Australia and overseas



# ARCHITECTS BOARD OF WESTERN AUSTRALIA

## Architects Board of Western Australia

### Who are they?

- The Architects Board of Western Australia is a statutory authority that administers the Architects Act 2004, the legislation that regulates architects in Western Australia. The Board's key role is to protect consumers of architectural services.
- Although the Board reports to State Parliament through the Minister for Commerce, it is entirely self funded by architects.

### What do they do?

- The Board manages the registration process for architects and issues licences to corporations. As part of the registration process, the Board accredits architectural courses from Western Australian universities and conducts the Architectural Practice Examination.
- The Board also monitors the correct use of the word "architect" (and associated words) and investigates any contraventions of the *Architects Act 2004*.
- The Board has a role in disciplining architects if they have acted unprofessionally or breached the Act. It also has a public awareness role that complements its consumer protection functions.

# ARCHITECTS BOARD OF WESTERN AUSTRALIA

## The Architects Act 2004

- The *Architects Act 2004* was proclaimed on 15 November 2005 and replaces the *Architects Act 1921*.
- The Act can be viewed at the link below



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[architectsboard.org.au/about/#architects-act-2004](https://architectsboard.org.au/about/#architects-act-2004)

# AUSTRALIAN INSTITUTE OF ARCHITECTS



## Who are they?

- Established in 1930, the Australian Institute of Architects is the peak body for the architecture profession in Australia.
- Represent over 11,500 members globally and are dedicated to improving our built environment and the communities we call home by promoting quality, responsible, sustainable design.

# Key areas to familiarize yourself with

## Contracts

Reference copies available via Acumen Practice Notes

- ABIC Simple Works Contract, ABIC Major Works Contract
- Client-Architect Agreement
- AS2124, AS4000 (for Works)
- AS4122 (for Consultancy)

## Codes and Standards

Available via ABCB website

- Building Code of Australia / National Construction Code Volume 1 and 2
- Difference between BCA and Australian Standards, which to refer etc.

## Policies & Schemes

- Local government town planning schemes, what these are, why, etc.
- Planning updates and their effect, e.g. Design WA
- Planning Approval processes, DAC, JDAP, SAT
- Building Permit / Approval processes
- State Administrative Tribunal i.e. what it is, timeframes, processes

# Key areas to familiarize yourself with

## General relating to our profession

Refer to Acumen Practice Notes for guidance

- **Project Processes**  
Brief / concept / design development / DA / Documentation / CA
- **Project Procurement**  
Design and Construct / Cost Plus / Early Contractor Involvement
- **Construction Processes**  
Variations / Processing Claims / EOT / Practical Completion / Final Completion / Defects Liability Period
- Managing and coordination with sub-consultants  
Contractual arrangement, Direct to Client Vs Architect
- Managing client relationships and expectations
- Cost management

## Know the difference between

- Australian Institute of Architects
- Architects Board of WA
- Architects Accreditation Council of Australia



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## REGI-FRU-STRATION

**Keep an eye on our social pages for upcoming event details**

A mock verbal examination hosted by EmAGN WA registered architects. Open to upcoming APE candidates, graduates and students.

A range of topics will be covered including insights, reading resources and sample exam questions relating to the Architectural Practice Examination (APE)

### Free Event

RSVP Essential at  
[emagnwa@architecture.com.au](mailto:emagnwa@architecture.com.au)